

## Move Amounts

Part-time, semi-monthly workers have a pre-determined number of regular work hours for each payroll cycle. On occasion they may work additional hours or have extra hours due to the number of work hours in the pay period. These additional hours must be moved to a different pay code to post correctly in GHRIS.

- 1 • From the employee timecard, select the correct pay period.
- Highlight the date row in the timecard.
- From the **Totals** tab, select **Daily** from the drop-down menu.

Totals		Accruals
Daily		All
Totals for Thu 11/5/2015		
Account	Pay Code	Amount
001/0000/100010/10001/10197/-/-	REGULAR	8:00

- 2 Right-click on the Pay Code to be moved, **Regular** in the example above. The window below displays.

**Totals Actions**

Date: 11/05/2015

Pay Code: REGULAR

Account: 001/0000/100010/10001/10197/-/-

Amount: 8:00

Move Amount

- 3 Choose **Move Amount**. The **Move Amount** window displays.

**Move Amount**

From

Paycode : REGULAR

Amount (hh:mm): 8:00

Transfer : ,001/10197/-/-

To

Effective Date : 11/05/2015

Paycode : ADDITIONAL HOURS

Amount (hh:mm): 2:00

Transfer : ,001/10197/-/-

Cancel OK

- 4 Enter the number of hours in the **Amount** field. These are the additional hours over the generated hours in GHRIS for the pay period. Verify the **Effective Date** and **Transfer** field. Select **OK** and **Save** the page.

Totals		Accruals
Daily		All
Totals for Thu 11/5/2015		
Account	Pay Code	Amount
001/0000/100010/10001/10197/-/-	ADDITIONAL HOURS	2:00
001/0000/100010/10001/10197/-/-	REGULAR	6:00

- 5 To verify, highlight the **Date** row again in the timecard. From the **Totals** tab, select **Daily** from the drop-down menu. The **Additional Hours** pay code and time should display correctly in the pane.

To view moved amounts, use **Go To>Audits** or **Related Items>Audits**. After setting the time period, select **Moved Amounts** from the **Category** drop-down list. Any moved amounts will display.

**Note:** For part-time, semi-monthly employees who work fewer than their specified hours for the pay period, the non-worked hours should be added to the timecard using the **Leave Without Pay** pay code to prevent overpayment.